



Huntsville Public Library

Library Board Minutes

February 12, 2018 | 5:30 PM | Friends Multipurpose Room

Mission Statement

To provide accessible services, programs, collections and spaces designed to inspire and enrich the community.

Present: D. Purchase (Vice Chair), S. Morris, D. James, B. Stephen, L. Thomas, and P. Butler

Absent: S. Dixon, Chair and B. Thompson, Council Representative.

D. Purchase Chaired the Meeting.

1. Call to Order | 5:31 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Agenda | February 12, 2018

Add: 5.1 Plaque Program.

Motion 18-07: To Accept the Amended Agenda for February 12, 2018.

Moved by P. Butler and Seconded by S. Morris. Carried.

4. Approval of Preceding Minutes | January 8, 2018

Motion 18-08: To Accept the Minutes for the Meeting on January 8, 2018.

Moved by P. Butler and Seconded by S. Morris. Carried.

5. Business Arising from the Minutes | None

5.1. Plaque Program

D. Duce put forward the idea to reinstate the plaque donation options. Donors wishing to have a small plaque with a name and it would be placed on a shelf in the Library. The Board agreed to the criteria in the motion:

Motion 18-09: To Accept the Recommendation to Adopt the Buy a Shelf program for donations of \$100.00. The donation will include the cost to have shelf plaques inscribed. This item will be added to the 2018 Fee Schedule..

Moved by P. Butler and Seconded by S. Morris. Carried.

6. Committee Reports & Business Arising from Committee Reports

6.1. Planning Committee – D. Purchase

D. Purchase and D. Duce discussed strategic planning and policy recommendations of the Library Planning Committee. The Board reviewed and discussed any amendments.

6.1.1. 2018 Strategic Planning Priorities

Motion 18-10: To Accept the Recommended 2018 Strategic Planning Priorities.
Moved by S. Morris and Seconded by B. Stephen. Carried.

6.1.2. Facilities Rental Policy, Agreement & Fee Schedule

Motion 18-11: To Accept the Revisions to the Huntsville Public Library Facilities Rental Policy.

Moved by S. Morris and Seconded by D. James. Carried.

Motion 18-12: To Accept the Amendments to the Facilities Rental Agreement Form.

Moved by S. Morris and Seconded by B. Stephen. Carried.

Motion 18-13: To Accept the Amendments to the Huntsville Public Library Fee Schedule.

Moved by S. Morris and Seconded by B. Stephen. Carried.

6.1.3. Unattended Children Policy

Motion 18-14: To Accept the Revisions to the Unattended Children Policy.

Moved by S. Morris and Seconded by B. Stephen. Carried.

6.1.4. Children & Youth Services Policy – Amendment

Motion 18-15: To Accept the Amendments to the Children & Youth Services Policy.

Moved by L. Thomas and Seconded by B. Stephen. Carried

6.1.5. Programming & Outreach Policy – Amendment

Motion 18-16: To Accept the Amendments to the Programming & Outreach Policy.

Moved by L. Thomas and Seconded by D. James. Carried

6.2. Spaces Committee – L. Thomas

6.2.1. Report – Spaces Committee – January 15, 2018

L. Thomas and D. Duce presented the recommendations of the Spaces Committee to the Board. The details are included in the formal motion.

Motion 18-17: To Accept the Recommendations of the Spaces Committee:

- Lorraine Thomas will serve as Chair of the Committee;
- To proceed with replacement of flooring in the designated space;
- To proceed with a mobile space;
- To proceed with refreshments to the Virtual Library.

Moved by D. James and Seconded by B. Stephen. Carried

7. Information Package

7.1. Correspondence | None

7.2. Board Chair's Report | None - Absent

7.3. Treasurer's Report

7.3.1. 2017 Year End Operating

D. Duce presented a report on the 2017 Year End Operating Budget and responded to questions for the Board. Areas in the budget were discussed with recommendations for efficiency in 2018.

7.3.2. 2017 Year End Capital

D. Duce presented a report on the 2017 Year End Capital Budget.

7.3.3. January 2018

D. Duce presented a report a report with a few details for expenditures in January 2018.

7.3.4. Virtual Library Refresher – eSolutions

D. Duce presented the agreement put forward by eSolutions and recommended for approval by the Spaces Committee.

Motion 18-18: To Accept the eSolutions *Standard Terms for Technology Professional Services* for the refreshment of the Virtual Library.

Moved by L. Thomas and Seconded by D. James. Carried

7.4. CEO/Chief Librarian's Report

7.4.1. February 2018

D. Duce presented her report and responded to questions from the Board.

Motion 18-19: To Accept the Information and Financial Reports for February 12, 2018.

Moved by B. Stephen and Seconded by L. Thomas. Carried

8. New Business

8.1. CEO/Chief Librarian Job Profile

D. Duce recommended that the Job Profile for the position of CEO/Chief Librarian be reviewed with recommendations for amendment. D. Purchase recommended that D. Duce connect with S. Dixon and that the task in completed prior to the CEO/Chief Librarian evaluation in June 2018. The Board agreed.

8.2. 2018 HPL IT Service Agreement – Report & Recommendation

D. Duce presented a report on the service received by the Town IT Team in 2017. She shared minor amendments to the 2018 IT Service Agreement and put forward the recommendation to accept it.

Motion 18-20: To Accept the 2018 Town of Huntsville and Library IT Service Agreement.

Moved by D. James and Seconded by L. Thomas. Carried

9. Confidential Items In Camera | None

10. Roundtable

11. Date of Next Meeting | March 12, 2018 at 5:30 PM

12. Adjournment | 7:10 PM

Motion 18-21: To Adjourn the Meeting.

Moved by L. Thomas. Carried

(Signature)

Moved by:

P. Butler, S. Dixon, D. James, S. Morris, D. Purchase, B. Stephen, L. Thomas, or
B. Thompson

(Signature)

Seconded by:

P. Butler, S. Dixon, D. James, S. Morris, D. Purchase, B. Stephen, L. Thomas, or
B. Thompson

Carried

(Signature)

Sue Dixon (Chair)